Agency Letterhead

Agency Address

Insert Date

Mr. David Bonski

Chief, Document and Media Exploitation

National Drug Intelligence Center

319 Washington Street, 5th Floor

Johnstown, PA 15901-1622

Dear Mr. Bonski:

The purpose of this letter is to request the National Drug Intelligence Center’s Document and Media Exploitation Branch to provide analytical support to the (insert your agency), (insert your city) Division, in case number (insert your agency’s case number and file title) and OCDETF Operation (name) and OCDETF investigation number (XX-SSS-1234). (Insert information about why this case is significant (OCDETF, CPOT, SOD-coordinated, etc.) and describe its regional/national/international impact.) This investigation was initiated in (insert month/year) and worked in conjunction with (insert other agencies, i.e., DEA, FBI, ATF, ICE, HIDTA, state, local, if applicable).

Background/history of case – include type and quantity of drugs involved, gang involvement, violence, organized crime, maritime, air or vehicular smuggling routes; international/domestic, any assets that have been seized or identified thus far, any evidence of money laundering, corruption.

Current status of the case – include the number of arrest or indictments, geographic locations, number of search warrants, type and volume of seized evidence; Use known container (i.e., 3 drawer filing cabinet, 5 hard drives, multiple CDs/DVDs, 4 Xerox boxes) to include travel records, money orders, shipping records, financial transactions, telephone information, utility bills, passports, computer or electrical evidence of seized documents, business records, and type of business. If your seized items include digital media (including emails), will you require any computer or media exploitation? If so, you will need to provide search authority or the subpoena for the items.

What services would you like for us to provide for you? (For example, one of our top priorities is to support the asset forfeiture component of the investigation):

* Identification of assets; to include evidence of money laundering, sources of

supply and analysis of financial documents

* Identification of associates; including addresses and telephone numbers

Insert points of contact/case agent, supervisor, AUSA names and telephone numbers.

Sincerely,

Assistant Special Agent in Charge